

SECRETARIAT SUPPORTED ACTIVITIES

Data Management

12.1 The Scientific Committee noted the Data Manager's report (SC-CAMLR-XXII/BG/3) which outlined the role of Data Management and the Data Centre within the Secretariat, and highlighted data management activities in 2002/03.

12.2 The Secretariat manages a wide range of data in support of the work of the Commission and Scientific Committee and their subsidiary bodies. Data are held in relational databases and CCAMLR data requiring a high level of security are stored in a Microsoft SQL database-management system. Most of these data are processed and interrogated by Secretariat staff using a Microsoft Access database interface. The SQL database-management system requires administration and regular maintenance to ensure that the databases are operating efficiently and that the data security measures, including backups, are functioning to the specifications required to maintain data integrity and confidentiality.

12.3 Functional control of Data Management and the Data Centre rests with the Data Manager, except when this relates to specific activities associated with other Secretariat functions (e.g. management of scientific observer data within the context of Compliance and Enforcement as well as management of the CDS by that entity).

12.4 The amount of data processed in 2002/03 was high, and continued to follow the trend reported in recent years. CCAMLR data processed and validated in 2002/03 included: catch and effort reports, fine-scale fishery data, scientific observer data, STATLANT data, research survey data and CEMP data. Many of the activities and analyses involving the Data Centre in 2002/03 have been reported in meeting papers and publications (see SC-CAMLR-XXII/BG/3, Table 2).

12.5 The Data Centre continued to monitor all fisheries conducted under conservation measures in force. Catch and effort information used in monitoring these fisheries is submitted in accordance with the 5-day, 10-day or monthly catch and effort systems; most fisheries are monitored using 5-day catch and effort reports.

12.6 The Scientific Committee noted that the Secretariat's Database Developer had resigned in August 2003, and that the position was presently vacant. Following review of the position and the needs of the Secretariat, recruitment will be initiated following CCAMLR-XXII. As an interim measure, the Secretariat's SQL database-management system is currently maintained by the Scientific Observer Data Analyst, with assistance from the Secretariat's IT staff. Other database work which was being done by the Database Developer has been put on hold.

12.7 The Convener of WG-EMM noted that the work of the Data Management team in 2002/03 had been appreciated by the Working Group, and in particular the preparatory work undertaken prior to the CEMP Review Workshop. Similarly, the conveners of WG-FSA and WG-IMAF noted their groups' reliance on CCAMLR data and their appreciation for the work of the Data Management team.

12.8 Noting that acoustic data are now included in the assessment of *C. gunnari*, the Scientific Committee agreed that a database was needed to contain these data. Such a database should have the following components:

- storage of raw datasets including calibration and noise threshold data
- data extraction protocols and procedures to disregard bad data
- analytical protocols.

12.9 The Data Manager was requested to liaise with WG-FSA-SFA and current acoustic equipment manufacturers and software developers for advice on data storage and collection.

12.10 The Data Manager was also requested to develop a draft plan for consideration by WG-FSA-SAM in 2004.

12.11 The Scientific Committee asked the Secretariat to establish a tagging database for the receipt of tag data submitted by Members in a standard electronic format which would be developed during the intersessional period (Annex 5, paragraph 7.17).

Data Access

Draft Rules for Access and Use of CCAMLR Data

12.12 The Scientific Committee considered the draft rules for access and use of CCAMLR data (CCAMLR-XXII/8 Rev. 1) which had been prepared by the Secretariat giving full consideration of the guidelines established last year (SC-CAMLR-XXI, paragraph 15.1 and Annex 6). The Scientific Committee noted that the draft had been developed in consultation with Members and had been submitted to WG-EMM and WG-FSA for consideration. The working groups had noted the rules without comment (Annex 4, paragraphs 7.15 to 7.17; Annex 5, Appendix C).

12.13 The Scientific Committee noted that the draft rules had also been distributed to Members (COMM CIRC 03/55) and that comments provided to the Secretariat had been included as an attachment to CCAMLR-XXII/8 Rev. 1; comments had been provided by New Zealand.

12.14 The Scientific Committee agreed that paragraph 5 of the draft set of rules required clarification in relation to the types of data involved. An alternative wording was agreed as follows:

‘5. Inclusion of data held in the CCAMLR Data Centre in any publication outside of CCAMLR constitutes release into the public domain.’

12.15 It was also agreed that the disclaimer which appeared on the cover page of all working papers (paragraph 11 of the draft set of rules) should provide guidance on the distribution of papers to people not directly involved at CCAMLR meetings, including those at working groups.

12.16 The Scientific Committee considered the comments provided by New Zealand and agreed to the following in relation to the five bullet points raised by New Zealand (CCAMLR-XXII/8 Rev. 1, Attachment):

- (i) The reports from the Scientific Committee's working groups contained the results of analyses which did not usually include detailed data. However, in cases where detailed data were presented, the Scientific Committee was satisfied that data confidentiality issues would have been adequately considered by the working group at the time of adoption. Further, Members had the opportunity to review all reports prior to their publication (e.g. SC-CAMLR-XXII/4). The Scientific Committee agreed that the procedures for reporting data in the reports of working groups were adequate and respected the rules of access. However, the Scientific Committee agreed that it may be helpful to include a clause in its rules of procedure stating that reports were adopted subject to Members' considerations of data confidentiality in relation to the presentation of results.
- (ii) Analyses of data at meetings of working groups are usually conducted under paragraph 2a of the draft rules (i.e. work specifically outlined and endorsed by the Commission or Scientific Committee). However, analyses are still being developed by WG-FSA and WG-EMM, and results are reported from these each year. The Scientific Committee noted the need for flexibility in the work of its working groups and that requiring to seek permission to use data during working group meetings would be a considerable imposition on the need to be flexible to do assessments or provide advice as the need arises.
- (iii) Issues of data confidentiality within the Secretariat were fully addressed under the CCAMLR Staff Contract and Staff Regulations (CCAMLR-XXII/BG/15). However, the Scientific Committee recognised that issues of data confidentiality also applied to members of working groups participating in meetings where CCAMLR data were being analysed. This latter issue was yet to be addressed adequately, and the Scientific Committee agreed that further steps were needed to ensure that all working group participants were bound by CCAMLR's rules of data confidentiality. It was agreed that all meeting participants should be officially designated by Members or invited by the Scientific Committee. The Committee recognised that potential conflicts of interest may arise when participants attended as representatives of commercial-interest groups (e.g. fishing industry).
- (iv) It was agreed that Members should be able to designate datasets as 'permanently approved for release'.
- (v) The issue of data confidentiality was believed to be adequately covered in paragraph 8 of the draft set of rules.

12.17 Finally, the Scientific Committee agreed that a flow chart illustrating the process for requesting and receiving data would be a useful addition to the documentation.

Procedures for Data Handling and Security

12.18 The Scientific Committee noted that the Secretariat had reviewed its procedures for data handling and security, and had considered future needs to maintain data security when data are circulated outside the Secretariat (CCAMLR-XXII/13).

12.19 It was noted that CCAMLR data are stored securely in the Secretariat's relational database-management system, and this system is maintained regularly to ensure that the databases are operating efficiently and that the data security measures, including backups, are functioning to specification. Strategic input is provided to ensure that data maintenance remains current with best practice and industry standards. Maintaining the security of CCAMLR data has required, and will continue to require, adequate funding in the Secretariat's annual budget.

12.20 The Scientific Committee noted that there was an ongoing need for meeting organisers to ensure that adequate security is provided to CCAMLR data and other information held on the meeting networks. Such networks must be secure, protected by a firewall, protected from viruses, and provide daily backing up of files. The responsibility for providing these arrangements lies with the local organisers of the meetings.

Publications

12.21 In addition to annual reports of CCAMLR, the Scientific Committee noted that the following documents were also published in 2003:

- (i) *CCAMLR Scientific Abstracts* cover abstracts of papers presented in 2002
- (ii) *CCAMLR Science*, Volume 10 (distributed at the meeting)
- (iii) *Statistical Bulletin*, Volume 15
- (iv) Revisions to *Inspectors Manual* and *Scientific Observers Manual*.

Language Support for *CCAMLR Science*

12.22 Last year, the Scientific Committee had agreed to take steps to overcome problems with papers submitted to *CCAMLR Science* for which English was not the author's primary language, and which may need additional assistance with language editing (SC-CAMLR-XXI, paragraphs 12.17 and 12.19 to 12.21). As a result, additional funding had been approved by the Commission for language support for *CCAMLR Science* (see paragraph 10.10).

12.23 The Scientific Committee noted that the Secretariat, in collaboration with the Chair of the Editorial Board, had developed draft guidelines for language support for manuscripts where initial evaluation by the Editor had revealed substantial problems with the English text. These guidelines provided assistance for two categories of papers: those submitted in the official languages of CCAMLR, and those submitted in all other languages of Members.

12.24 The Scientific Committee endorsed the guidelines (Annex 7), and noted that language support may result in a delay for some papers being published in *CCAMLR Science*.

Changes to the *Statistical Bulletin*

12.25 The Scientific Committee noted that two recent changes had impacted on the compilation of CCAMLR's *Statistical Bulletin* (SC-CAMLR-XXII/BG/7). These changes were: (i) publication of data by CCAMLR season rather than by split-year (agreed at SC-CAMLR-XXI); and (ii) a revision of the boundaries in Division 58.4.3 and adjacent areas (agreed at CCAMLR-XX). The *Statistical Bulletins* are based on STATLANT data submitted annually by Members. Therefore the implementation of these changes required the Secretariat to re-interpret historic STATLANT data.

12.26 With respect to the publication of data by CCAMLR season, the Scientific Committee noted the following points:

- In most cases, the change was easily implemented as complete STATLANT data records included a reference to the split-year and month when fishing occurred.
- In a small number of historic datasets, the months were not defined and the change was problematic. The Secretariat had used ancillary fine-scale data, where available, to define the months fished in the incomplete STATLANT data.
- Unfortunately, the fine-scale data coverage of fisheries incompletely reported in STATLANT data was scant (about 0.2% of the catches reported in the STATLANT data).
- As an interim solution, and pending advice from Members, the Secretariat had assumed that all fishing reported in the incomplete STATLANT datasets had been conducted between December and June of each split-year.

12.27 Dr Sushin advised that the Secretariat's interim solution was valid for krill fisheries conducted in Subareas 48.1 and 48.2. However, fishing in Subarea 48.3 has been conducted mostly between March and September.

12.28 The Scientific Committee urged Members to submit, where possible, monthly catch and effort data for the fisheries listed in Table 1 of SC-CAMLR-XXII/BG/7. In addition, the Scientific Committee directed the Secretariat to the detailed descriptions of the krill fisheries during the 1970s which had been published in various BIOMASS reports.

12.29 With respect to the revision of the boundaries in Division 58.4.3 and adjacent areas, the Scientific Committee noted the following points:

- the spatial resolution of STATLANT data is at the level of statistical subareas or divisions;
- the Secretariat had used ancillary fine-scale data to implement appropriate areal changes in the STATLANT data.

12.30 The Scientific Committee agreed that the Secretariat's changes in the STATLANT data were adequate in relation to the revision of boundaries in Division 58.4.3 and adjacent areas.

Draft Rules for Submission of CCAMLR Meeting Papers

12.31 The Scientific Committee considered the draft rules for submission of CCAMLR meeting papers (CCAMLR-XXII/5). The Secretariat had prepared these rules in response to concerns expressed by the Commission and Scientific Committee about the late submission of documents, particularly observers' reports (SC-CAMLR-XXI, paragraph 9.34; CCAMLR-XXI, paragraphs 14.46 to 14.48). The Commission had asked the Secretariat to consult with the Chairs of the Scientific Committee and SCOI intersessionally in order to draw up a set of draft procedures (CCAMLR-XXI, paragraph 18.1).

12.32 The Scientific Committee agreed that the draft rules did not adequately describe the requirements for the submission of papers to the Committee. As a result the Scientific Committee proposed that, for the purpose of its discussion this year, the Commission only consider the draft rules in relation to the submission of papers to the Commission.

12.33 The Scientific Committee agreed that the advice and decisions of the Commission with respect to the draft rules, together with the existing guidelines for the submission of papers to the Scientific Committee, be circulated to WG-EMM and WG-FSA for comment. The Scientific Committee would then develop its rules for submission of meeting papers in the light of advice from the Commission and comments from the working groups.

12.34 The Scientific Committee emphasised that the current timetable, procedures and practices in respect of submission and consideration of documents, as established by its working groups and by the Scientific Committee, shall remain in force at least for the forthcoming year.